Germany Virtual Worker Allowance

Frequently Asked Questions
December 2024

1. Will the company reimburse me as a virtual worker since I am working completely from home?

Yes, the company provides a monthly allowance of EUR 50 (gross) for all virtual workers in Germany.

2. Who's eligible for the virtual worker allowance?

Every virtual worker in Germany will receive an allowance of €50 (gross) per month.

3. Are those working hybrid models eligible for the allowance?

No.

4. What is the purpose of the allowance?

This allowance is intended to cover the potential costs of working entirely from your home office. For example, pro-rata costs for rent, electricity, heating, cleaning or maintenance, as well as costs for business use of your internet and telephone.

5. What about IT or office equipment? Does this grant cover these costs as well?

No - if you need specific IT or office equipment, please contact your People Leader directly.

6. How much is the virtual worker allowance? And when will I start receiving it?

The allowance is EUR 50 per month (gross). You can see this allowance in your Workday profile and on your monthly payslip. The virtual worker allowance will become effective on 1 January 2025. You will receive the first payment with your January payslip.

7. I only work part-time - will my allowance be pro-rated?

Every virtual worker in Germany will receive the €50 allowance, regardless of whether you work part-time or full-time.

8. When does the allowance stop or pause?

If you are a virtual worker in Germany, you will receive this allowance.

If you take parental leave or unpaid leave, such as a sabbatical, you will not receive the allowance for that period as it is work-related.

9. Will anything else change for me? Do I need to do anything?

Nothing else will change for you and you don't need to do anything. These payments will be made automatically from January 2025 onwards.

10. I'm a virtual worker - what are my public holidays?

Under German law, for virtual workers it is the place of work that counts, not the registered office of the employer. For example, if your home office is in Heidelberg, then

the public holiday calendar for the state of Baden-Württemberg applies to you. Or if you work in Cologne or Essen, then the public holiday calendar for the federal state of North Rhine-Westphalia applies to you.

11. Where can I see my local public holidays?

You can see all the public holidays that apply to the whole of Germany in your personal Workday profile. If you have a specific local public holiday, you will not see that day in your Workday profile, but you can still take that day off and you do not need to request an extra day off for that day. Please inform your People Leader that you will be off on that day due to a local public holiday.

12. If I have more questions, to whom can I reach out?
If you have further questions or need assistance, please log a ticket on the [mySolutions Portal](#).

13. Why do I need to sign an updated Virtual Worker Amendment and what do I need to do?
You will need to sign this amendment to be compliant with local law, also to ensure your health and safety while working completely from home.

14. Will this updated virtual worker amendment affect my current contract or benefits?
No. It's just an additional amendment we're asking you to sign.

15. What are the next steps? How do I sign?
A Virtual worker amendment shall be sent from People Services to your S&P email address. Please read through the amendment and sign it digitally via DocuSign.

16. How can I get a signed copy of the amendment?
Once signed, you will receive an email from DocuSign with the formally signed amendment. We recommend that you save this amendment with your contract information. You can also find the signed amendment in your personal Workday profile.

17. When do I need to sign?
We ask you to sign the amendment by **December 20, 2024.**

18. If I have more questions, to whom can I reach out?
If you have further questions or need assistance, please log a ticket on the [mySolutions Portal.](#)